



Official Schedule Request Form
Governor Sonny Perdue
Please Fax Back to Scheduling at (404) 657-7332

Event Name: _____

Affiliated Organizations (if applicable): _____

Event Date: _____ **Time:** _____

Event Location: _____

Address: _____ **City/State** _____

Location Phone: _____ **Location Fax:** _____

County: _____ **Congressional District:** _____

Will the event be indoors or outdoors?: _____

Purpose of the Event: _____

History of the Event: _____

Event Contact: _____ **Position:** _____

Phone (Work) _____ **(Home)** _____ **(Cell)** _____

Mailing Address: _____

City _____ **State** _____ **Zip** _____

Email: _____

Media Relations Contact: _____ **Phone:** _____

Other Event Contact (in case of emergency) _____

Type of Event:

___ **Personal Meeting** ___ **Civic** ___ **Other** _____

Attire: ___ **Casual** ___ **Business** ___ **Black Tie**

The Role of the Governor at the event:

☐ Featured Speaker/Guest ☐ Introduced and Brief Remarks

☐ Forum ☐ Many elected officials ☐ Recognized

Details about the group/audience that would be helpful to the Governor (i.e. background on the organization, organization website, representatives of a specific region, audience's interests). Background information may also be faxed.

List (or fax) the key issues of importance to the organization and/or specific issues that the group would like the Governor to address:

Other officials or special guests to attend: _____

No. of Attendees? _____

Open to Public? _____

Media to attend? _____

Who else will be speaking? (Names and Titles): _____

Approximate time the Governor will be introduced to speak: _____

What takes place immediately before the Governor speaks?: _____

And immediately after?: _____

Who will introduce the Governor? (name/title): _____

Who will be seated with Governor? Please fax list with names and titles.

Other Event Notes: